



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES ANALYST (G)

\$2,507 - \$3,957

FRAUD DIVISION

Position(s) exist in the Fraud Regional Offices located in Commerce, Fresno, Martinez, Rancho Cucamonga, Orange, Sacramento, San Diego, San Jose, Valencia, and the Sacramento Division Office.

RESPONSIBILITIES:

Under the general supervision of the Supervising Fraud Investigator II, or designee, the incumbent performs work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting, planning, training, management and personnel analysis, and other related assignments. Tasks include preparation of draft monthly and quarterly reports, press releases, database management, contract preparation, budgetary projections, research, trend analysis, statistical analysis, evidence tracking, and public liaison with allied and public agencies.

DESIRED QUALIFICATIONS:

- Demonstrated experience in performing and completing analytical assignments;
- Strong analytical, oral/written communication skills and good interpersonal skills;
- Ability to work with extreme independence under general supervision;
- PC experience including the use of spreadsheet and database applications. (Excel, Word and Access)

WHO MAY APPLY:

Applications will be accepted from current state employees at the Staff Services Analyst (G) level or within transfer range, or from persons with list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. SROA and surplus candidates are encouraged to apply. All applications will be reviewed, however, only the most qualified candidates will be interviewed. ***Applicants must clearly indicate basis of their eligibility, including SROA, surplus, reemployment status, list eligibility, lateral transfer, reinstatement, or Training and Development assignment on the State application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Christen Ko, Department of Insurance - Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "FRAUD SSA #176-5157-REG" and job location preference on the State application. If interested in more than one job location, please submit a separate application for each job location.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: FEBRUARY 16, 2001 OR UNTIL FILLED

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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